

Service Contract Revision

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally propose a revision to our existing service contract dated [Insert Original Contract Date]. During our recent review, we identified areas where adjustments may enhance our collaboration and better meet our mutual goals.

The proposed changes include:

- [Insert detail of proposed change 1]
- [Insert detail of proposed change 2]
- [Insert detail of proposed change 3]

We believe these adjustments will provide a more effective framework for our partnership. We would appreciate your review of these proposed changes, and we are open to discussing any further adjustments that may be necessary.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]